

Fall planning – Science Hall II

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General guidelines for summer 2020:

- Continue to work remotely unless it is necessary to return to campus.
- Science II will remain locked for the foreseeable future; 1 August is a *tentative* date to consider reopening the building.
- All persons using public spaces (everywhere except your office) are required to wear a face covering (it must cover the nose and mouth). Temporary face coverings are available in the main office (339 Science II) and two cloth face coverings (reusable) will be provided for each faculty and staff member, graduate student, and student employee as soon as orders are filled.
- All persons should maintain social distance (6' separation) at all times.
- Traffic flow will use the east staircase to ascend building levels and the west staircase to descend.
- Elevator occupancy is limited to one person at a time, per ISU recommendation, and is reserved for those with mobility needs. We'll need to work with FP&M to ensure both elevators remain operational given that some employees require access to them daily. We will also sign the elevators to encourage all non-essential users to use stairways.
- If you are feeling sick, have a cough or fever, contact your supervisor and stay home.
- Follow all building signs and be aware that rules may differ throughout the building (all spaces don't necessarily have identical rules).
- We will make every effort to post room capacity limits for conference rooms by the start of the fall semester.
- Please be socially responsible and wash your hands regularly.
- Copies of these guidelines will be available on the NREM Web page and may be periodically updated.
- The Chair will communicate significant updates to the building occupants through email as necessary.
- The departments will also communicate building expectations through the use of video display boards outside the Student Services suite on the first floor.

The following sections of this document are intended to provide guidelines for the safe use of various spaces by building occupants and visitors. Please read each section carefully as there may be subtle differences between spaces.

A. General sanitation and disinfection procedures

1. We are coordinating efforts with custodial staff to ensure that heavily-used areas are regularly cleaned.

2. Door handles throughout the building will be cleaned once daily using a 70% alcohol solution. Doors in high-use areas (classrooms, main office, etc.) will remain open during the day to minimize cleaning needs.
3. Table tops in classrooms (and other hard surfaces as needed) will be cleaned after each use by the individual users.
4. Additional cleaning may be done in certain areas if deemed necessary by the users.
5. Custodial service in office and lab spaces will typically be conducted outside of normal business hours to promote social distancing.

B. Departmental office (339 Science II)

1. This office is staffed during regular summer business hours (7:30 a.m. to 4 p.m., M to F), mainly to ensure building access and timely delivery of sensitive packages.
2. The use of face coverings is required in this high-use area.
3. Visitors must remain in 339 and may not enter the smaller offices (339A and 339B).
4. Only one person at a time may use the copier (339D) and must clean the contacted surfaces after use.
5. The shared computers will temporarily be unavailable for common use, as will the printers. Faculty, staff, and students will need to use their office printers until further notice. If this is not possible, they will need to work with office staff to have essential documents printed in the main office.

C. Student Services Suite (rooms 114, 124A-D)

1. This office is essentially closed to the public walk-in traffic this summer. All prospective student visits and registration/orientation of new students are being completed on-line (remote work).
2. Student Services staff will maintain proper social distance measures when in the workspace. Face coverings will be worn when working in the same room with another staff member or visitor.
3. Common surfaces will be cleaned/sanitized after each use.
4. A supply of hand sanitizer and face masks are available for use (in room 114).

D. Offices (single occupant)

1. This is mostly faculty and staff offices that are situated throughout the building.
2. During summer, offices should only be occupied when necessary and for functions that cannot be done remotely.
3. Face coverings are not required. However, they are strongly encouraged if you have visitors.

E. Offices (shared)

1. This is mostly office space for graduate students and some staff.
2. During summer, these spaces are limited to a maximum of 50% of the normal room occupancy at the same time. Individuals using these spaces are expected to coordinate schedules to maintain this reduction.

F. ENT teaching space (room 433)

1. These are available for use at half the normal room capacity (see building information for details).

2. All individuals are required to wear a face covering and follow social distancing guidelines.
3. The instructor(s) will disinfect all contacted surfaces after each use.

G. NREM teaching space (rooms 128, 135, 141, 202, 219, 220, and 233)

1. These are available for use at half the normal room capacity (see building information for details).
2. All individuals are required to wear a face covering and follow social distancing guidelines.
3. The instructor (s) will disinfect all contacted surfaces after each use.

H. Research laboratories

1. Laboratories are typically run by a single PI, but there may be examples where multiple PIs will coordinate work in a lab.
2. Occupants of labs are strongly encouraged to wear face coverings or a face shield at all times.
3. Lab occupants must maintain social distance (6' separation) at all times.
4. Every researcher is responsible for cleaning and disinfecting every space they contact after use or after their work has been completed for the day.
5. These protocols also apply to other "research" rooms including the Iowa State Insect Collection (room 419), Insect Zoo (see below for additional details) and the Vertebrate Collection rooms on the first floor (rooms 108, 108A, and 112).

I. Computer labs (rooms 111, 241, 312) and NREM Reading Room

1. These rooms will remain closed and off-use for the summer and possibly fall.
2. Note that computer laptop carts *will* be available for class use as usual. Each laptop must be wiped down after each use (either by the instructor or students in the class); this should involve sanitary wipes and not liquid sprays that may damage the computer. Extra time between labs may be required to allow adequate time for cleaning.

J. Conference rooms (rooms 106, 333, 541)

1. These are available for limited use at half the normal room capacity (see building information for details). Alternatively, seating could be limited to the number of occupants that can occupy the room while maintaining safe social distance (6' minimum).
2. All individuals are required to wear a face covering and follow social distancing guidelines.
3. The user(s) will disinfect all contacted surfaces after each use.

K. Student common areas (first floor, N-S hallway atria on other floors)

1. Tables and chairs in these areas will be moved to storage to discourage students from gathering in large groups.
2. A few chairs may be left in the first-floor atrium (spaced apart) to facilitate needs of students and visitors who require seats. These will be wiped down daily by custodial staff.
3. We plan to email all students before the start of fall semester about this plan, will sign the affected areas, and will emphasize that this is being done to diminish virus transmission.

4. The vending machines (first floor) will remain open and touched surfaces will be cleaned daily. The communal microwave in this area will be removed until further notice.

L. Kitchen (room 333B)

1. Only one person may be in the kitchen area at any time.
2. Each person is expected to clean any contacted surfaces (faucets, microwave, etc.) after their use of the kitchen.
3. Disposable cups (limited supply) will be provided for coffee.
4. Dishes should be washed at home. Main office staff may wash communal items, however.
5. Eating will not be allowed in open public spaces, including the kitchen and hallways. Occupants may eat individually in enclosed rooms, or collectively if physical distancing can be maintained (e.g., in enclosed collaborative/flexible spaces).

M. Forestry Greenhouse

1. This is a low-use area in general.
2. Only one person at a time in each bay.
3. Face coverings or face shields must be worn at all times. Face shields (they must cover the nose and mouth areas from the front) are an acceptable alternative to a cloth face covering in labs only.
4. All persons should maintain social distance (6' separation) at all times.
5. Bay doors and other contacted surfaces should be disinfected after each use.

N. Insect Zoo (fourth floor)

1. At any given time, no more than five people are allowed in larger rearing rooms (rooms 416 and 422) and no more than two people in the smaller rearing room (room 628).
2. Occupants of rearing room(s) are strongly encouraged to wear face coverings or a face shield when more than one person is present.
3. Rearing room occupants should maintain social distance (6' separation) at all times.
4. Insect Zoo staff is responsible for cleaning and disinfecting every space and tools they contact after use or after their work has been completed for the day.
5. Visitors (e.g., media representatives, non-IZ staff) will be required to wear face coverings, and only one visitor with one staff member at a time will be permitted in any rearing room.

O. Notifications

1. If you test positive for COVID-19 or someone in your household tests positive for COVID-19, you should tell your supervisor. Note, due to privacy laws, this disclosure is voluntary.
2. To protect all of those in the department, when a person discloses that they have tested positive to a supervisor, that supervisor should ask them if they will provide a list of all of the individuals at ISU with whom they had been in contact in the last 14 days, and the places they worked/visited on campus during that time. The supervisor should also discuss the comfort level of the person with sharing their identity with others; a supervisor may not exert pressure on the employee to

disclose information. Supervisors must respect the privacy of the person who has tested positive, and should err on the side of confidentiality if there is concern.

3. Supervisors should inform others that a person with whom they were in contact over the past 14 days has now tested positive; they must do this without disclosing the identity of the person if they do not have permission to do so *and* if they can do so without breaching privacy.
4. Individuals who have been in contact with someone with COVID-19 must take appropriate precautionary measures (stay home and self-quarantine for 14 days).